



Check Page Labels

To ensure page number consistency between your document and a PDF, add page labels. If more than one numbering style is used, it is important to include page labels so everyone can navigate the document.

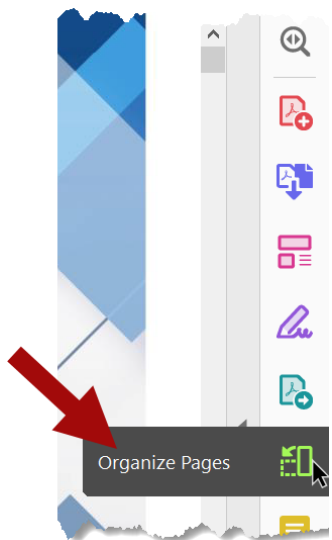
Note: Skip this guideline when your entire document uses Arabic numerals (1, 2, 3, and so on.).

You may have a document that follows this numbering convention:

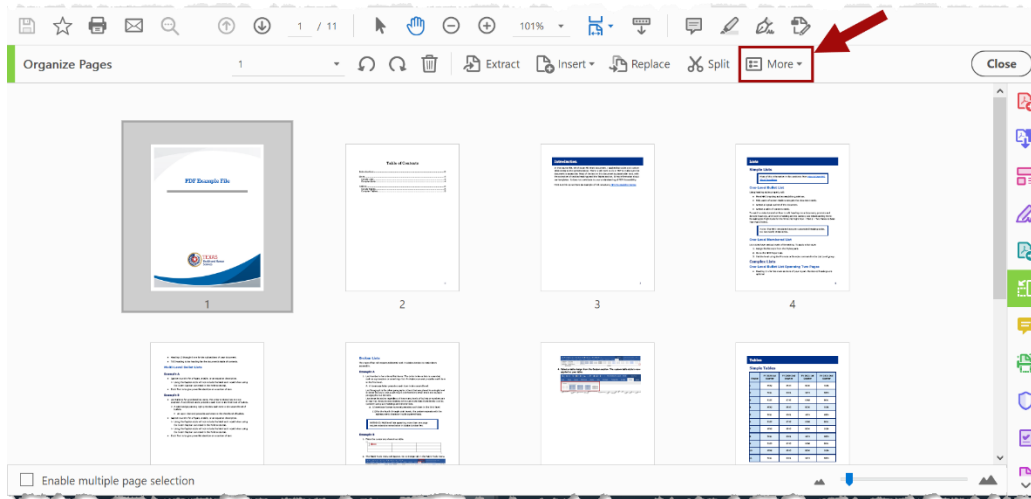
- The cover page and table of contents has lower-case Roman numerals for page numbers.
- The appendices restart numbering with a letter, a dash, and then a number for page numbers. Example: A-1 as its page number.

To make the page numbers match for the above-mentioned scenario:

1. In the **Tools** panel, the panel on the right of Adobe Acrobat, click on the **Organize Pages** tool.

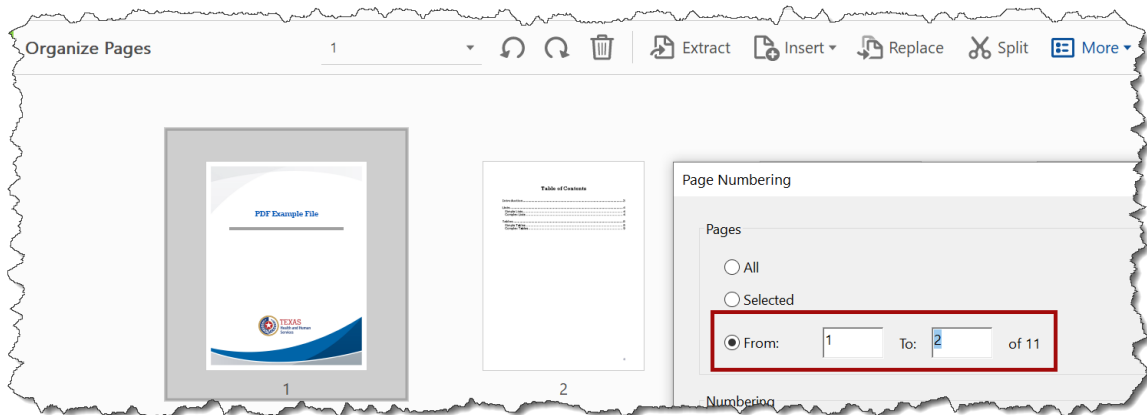


2. Your main content area is page thumbnails. In the **Organize Pages** horizontal navigation click on the **More** drop-down menu.



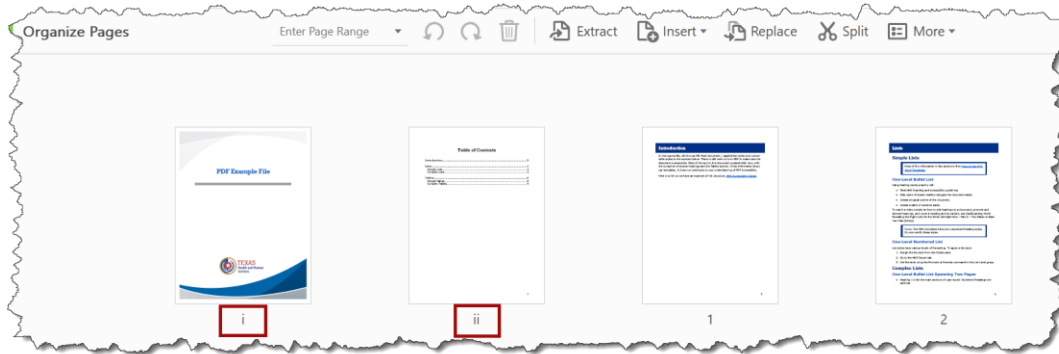
3. Click on the **Page Labels** button.
4. A **Page Numbering** window opens. In the **Pages** section choose the **From** radio button.
5. Type in the page number range for the Cover Page and Table of Contents pages in the **From** and **To** text fields.

In this example, the Cover Page and Table of Contents are pages 1 and 2.



6. In the **Numbering** section choose the **Begin new section** radio button.
7. In the **Style** drop-down, choose **Lower-case roman numerals (i, ii, iii...)** style for the Cover Page and Table of Contents pages.
8. Click **Ok**.

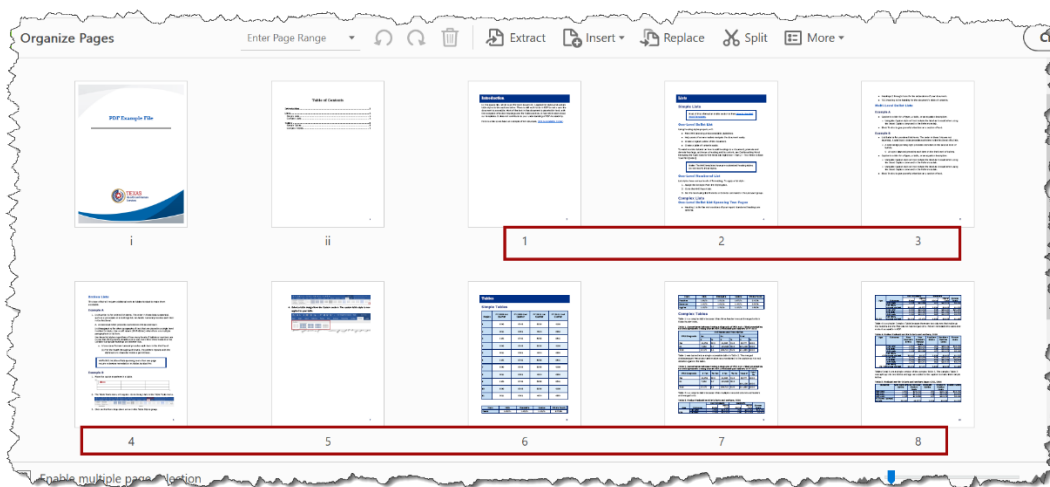
The page labels for the Cover Page and Table of Contents are now correct!



After you update the page labels for the Cover Page and Table of Contents, the next page resets to 1. You must update the page labels for the pages between the Table of Contents and the first Appendix section. This includes the List of Acronyms section. To update these page labels:

1. Your main content area is still the page thumbnails. In the **Organize Pages** horizontal navigation click on the **More** drop-down menu.
2. Click on the **Page Labels** button.
3. A **Page Numbering** window opens. In the **Pages** section choose the **From** radio button.
4. Type in the page number range for the interior pages in the **From** and **To** text fields.

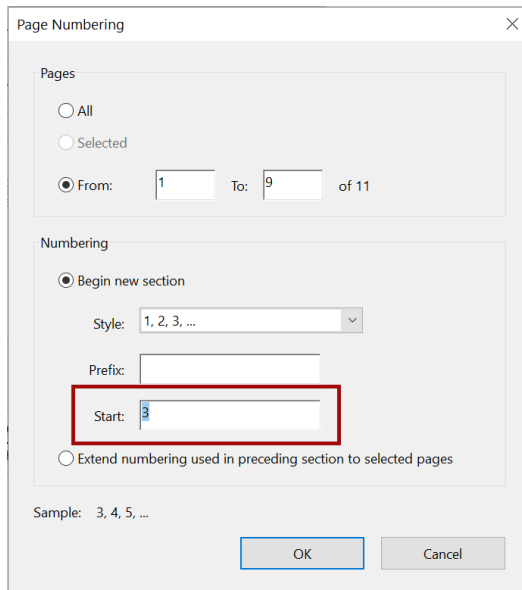
In this example, the interior pages span from 1 to 9.



5. In the **Numbering** section choose the **Begin new section** radio button.

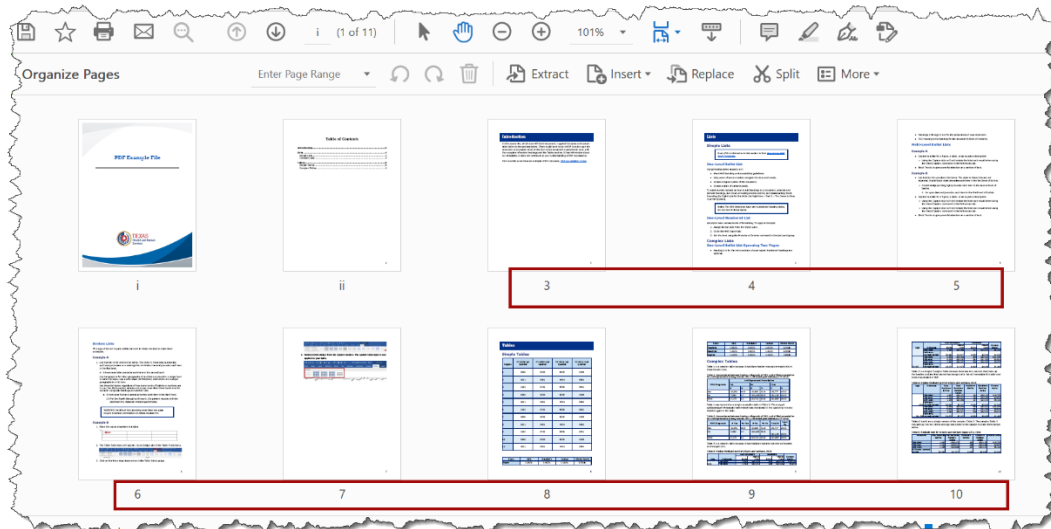
6. In the **Style** drop-down, choose **Arabic numeral (1, 2, 3...)** style.
7. In the **Start** text field type in the next number to continue the page count from the Table of Contents.

In this example, the page number would be 3.



8. Click **Ok**.

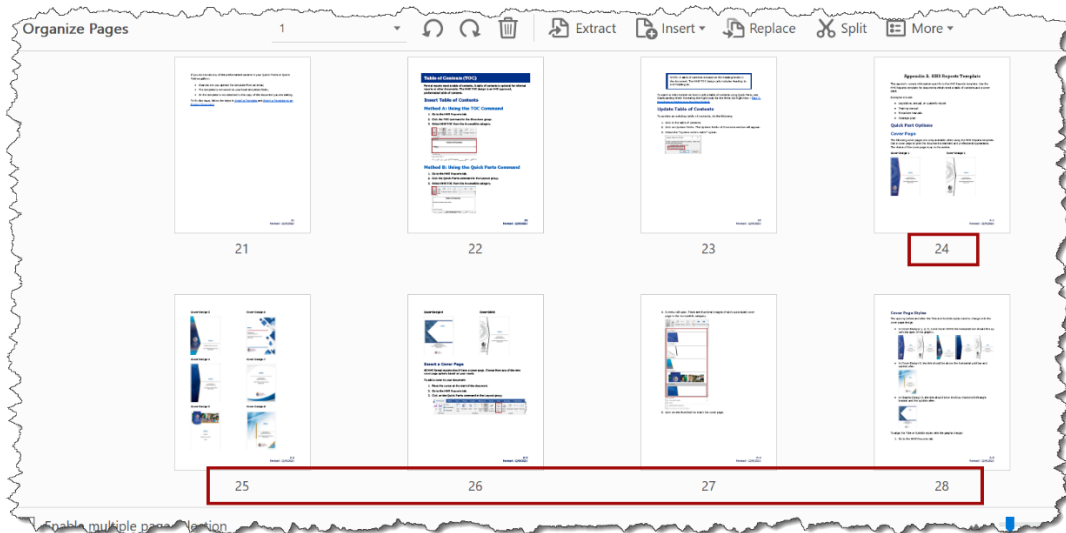
The page labels for the interior pages are now correct!



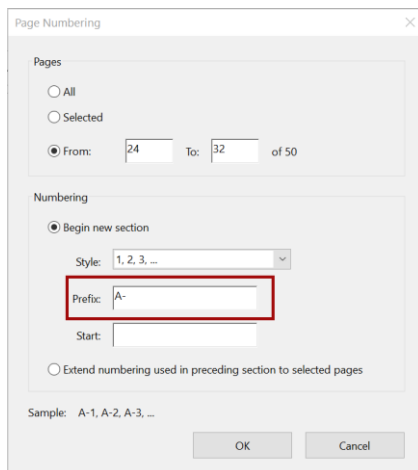
The last section that needs page labels corrected is the Appendix. The Appendix restarts numbering at 1 and include the corresponding Appendix letter and a dash. To fix these page labels:

1. Your main content area is still the page thumbnails. In the **Organize Pages** horizontal navigation click on the **More** drop-down menu.
2. Click on the **Page Labels** button.
3. A **Page Numbering** window opens. In the **Pages** section choose the **From** radio button.
4. Type in the page number range for the interior pages in the **From** and **To** text fields.

In this example, Appendix A spans from pages 24 to 32.



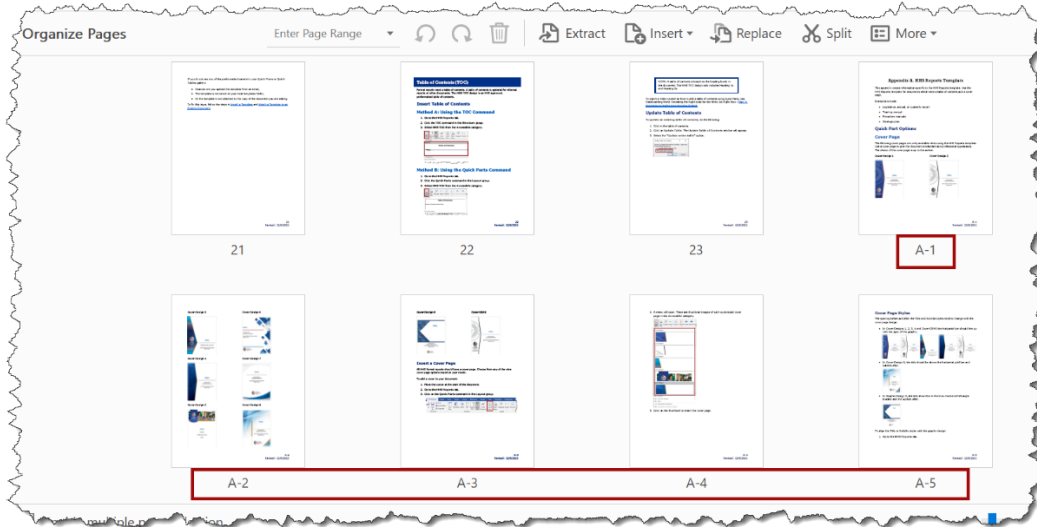
5. In the **Numbering** section choose the **Begin new section** radio button.
6. In the **Style** drop-down, choose **Arabic numeral (1, 2, 3...)** style.
7. In the **Prefix** text field type in the corresponding Appendix letter and a dash.
8. In this example it would be A-.



9. In the **Start** text field type in 1.

10. Click **Ok**.

The page labels for Appendix A are now correct!



11. Click on the Organize Pages **Close** button.